



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: Senior Analyst, NCTC/DI/AAE

Position Number: 20552

Position Grade: GS-15

Salary Range: \$122,530 - \$172,500 (not applicable for detailees)

Vacancy Open Period: 05/6/2021 – 05/23/2021

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCTC/DI

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.



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- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply).

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

Major Duties and Responsibilities (MDRs)

Work with the group chief to help implement the vision for the group.

- Drive analytic lines and help guide the group's production, ensuring that products capitalize on NCTC's unique data access and meet the highest standards of trade-craft.
 - Oversee, coordinate, lead, and communicate comprehensive, sophisticated, and current analyses of complex and significant national, regional, and/or global issues for senior policymakers and key components in the Intelligence Community (IC), law enforcement, and the Office of the Director of National Intelligence (ODNI).• Develop and produce a broad range of finished intelligence products in support of United States foreign policy and national security interests.
- Prepare and present written and oral briefings to senior internal and external customers on significant intelligence issues.
- Drive the use of methodological tools and approaches to gain a comprehensive understanding of complex and significant analytic issues, glean new insights, and incorporate findings into well-crafted, sophisticated intelligence products.



- Maintain productive working relationships with colleagues, experts, IC members, policy committees, and law enforcement agencies as appropriate and use these relationships to share information of interest; attend internal and external training, seminars, or conferences on broad or strategic subject areas.
- Build and leverage diverse collaborative networks within the ODNI and across the IC.
- Develop and continually expand personal knowledge in area of expertise, while also finding ways to impart that knowledge across NCTC/DI.

Mandatory and Educational Requirements

- Superior ability to effectively lead and create high-quality, complex analyses, studies, projects, assignments, and briefings on key US foreign policy and national security objectives focused on a specific regional area and/or functional issue for IC consumers and policymakers at the highest levels of government.
- Expert knowledge of area of political, cultural, social, historical, economic, military and diplomatic traits and behaviors of specific country, region, or transnational issue.
- Expert knowledge of analytic trade-craft and the customer base for a specified region, function, or transnational issue.
- Expert knowledge of current and projected analytic capabilities and key US foreign policy and national security objectives for specified region or function.
- Expert analytic and critical thinking skills, including superior ability to think strategically; superior ability to convey complex, multi-discipline ideas and insights verbally and in writing to a variety of audiences up to and including senior leadership.
- Superior ability to remain open-minded and change judgments on the basis of new information and requirements, perform multiple tasks and shift focus quickly as demands change, and support group decisions and solicit opinions from coworkers.
- Expert ability to stay informed on current foreign political trends and developments and to work effectively in open-source environment; as required, proficiency in a relevant foreign language.
- Expert knowledge of IC policy and procedures as well as an expert ability to maintain and develop contacts within ODNI and the intelligence and policy communities for purposes of exchanging information.

Desired Requirements

Experience: Generally, ten or more years of related work experience.

Education: Bachelor's degree in subject matter area, or closely related discipline.



Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-HR-HRM-TEAMC-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system).

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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WHERE TO SUBMIT: Applications should be sent to either DNI-HR-HRM-TEAMC-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system).

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3955.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3955; Email: Recruitment_TeamC@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**